United Nations ST/IC/2001/19

# Secretariat

15 February 2001

## Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised base salary scales for staff in the Professional and higher categories and for staff in the Field Service category**

1. In section II.D of its resolution 55/223 of 23 December 2000, the General Assembly approved, with effect from 1 March 2001, a revised base salary scale for staff in the Professional and higher categories. The scale reflects the consolidation, on a no-loss/no-gain basis, of 5.1 multiplier points into the net base salaries in effect under the previous base salary scale, which became effective on 1 March 2000.

2. In accordance with the practice followed on the occasion of previous consolidations of multiplier points into net base salaries, upon implementation of the revised base salary scale, revised post adjustment indices and multipliers will be established by the International Civil Service Commission (ICSC) for all duty stations. Changes in post adjustment multipliers due after 1 March 2001 will be effected on the basis of the movement of the newly consolidated post adjustment indices.

3. As a result of the implementation of the revised base salary scale, effective 1 March 2001, there will be consequential changes in the amounts of the mobility and hardship allowance applicable to staff who are currently in receipt of the allowance.

4. In its sixteenth (1990) annual report to the General Assembly,[1] ICSC recommended, and the Secretary-General subsequently approved, that future adjustments to the salary scale applicable to staff in the Field Service category

* The present circular, which cancels and supersedes ST/IC/2000/6 dated 28 February 2000, will be in effect until further notice.

[1] *Official Records of the General Assembly, Forty-fifth Session, Supplement No. 30* (A/45/30), para. 270 (e).

01-25309 (E) 060301

should be made by reference to adjustments to the salary scale for staff in the Professional and higher categories. Accordingly, the base salary scale for staff in the Field Service category has also been revised, effective 1 March 2001, to reflect the consolidation of 5.1 multiplier points into net base salaries, as indicated in paragraph 1 above.

5. The revised base salary scale for staff in the Professional and higher categories and staff in the Field Service category, effective 1 March 2001, showing gross salaries and their net equivalents after application of staff assessment, are reproduced in annexes I and II to the present circular, respectively. The implementation of these scales will be reflected in the end of March 2001 payroll.

# Annex I

## Salary scale for staff in the Professional and higher categories showing annual gross salaries and net equivalents after application of staff assessment

(United States dollars)

Effective 1 March 2001

| | | STEPS | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| *Level* | | *I* | *II* | *III* | *IV* | *V* | *VI* | *VII* | *VIII* | *IX* | *X* | *XI* | *XII* | *XIII* | *XIV* | *XV* |
| USG | Gross | 167 035 | | | | | | | | | | | | | | |
| | Net D | 113 762 | | | | | | | | | | | | | | |
| | Net S | 102 379 | | | | | | | | | | | | | | |
| ASG | Gross | 151 840 | | | | | | | | | | | | | | |
| | Net D | 104 341 | | | | | | | | | | | | | | |
| | Net S | 94 484 | | | | | | | | | | | | | | |
| | | | * | * | * | * | * | | | | | | | | | |
| D-2 | Gross | 124 384 | 127 132 | 129 877 | 132 623 | 135 369 | 138 115 | | | | | | | | | |
| | Net D | 87 318 | 89 022 | 90 724 | 92 426 | 94 129 | 95 831 | | | | | | | | | |
| | Net S | 80 218 | 81 645 | 83 072 | 84 498 | 85 925 | 87 352 | | | | | | | | | |
| | | | | | | * | * | * | * | * | | | | | | |
| D-1 | Gross | 109 894 | 112 245 | 114 598 | 116 944 | 119 297 | 121 648 | 124 002 | 126 352 | 128 702 | | | | | | |
| | Net D | 78 334 | 79 792 | 81 251 | 82 705 | 84 164 | 85 622 | 87 081 | 88 538 | 89 995 | | | | | | |
| | Net S | 72 407 | 73 687 | 74 967 | 76 245 | 77 525 | 78 796 | 80 018 | 81 240 | 82 460 | | | | | | |
| | | | | | | | | | | | | * | * | * | | |
| P-5 | Gross | 96 705 | 98 832 | 100 961 | 103 089 | 105 216 | 107 342 | 109 471 | 111 598 | 113 724 | 115 853 | 117 982 | 120 106 | 122 234 | | |
| | Net D | 70 157 | 71 476 | 72 796 | 74 115 | 75 434 | 76 752 | 78 072 | 79 391 | 80 709 | 82 029 | 83 349 | 84 666 | 85 985 | | |
| | Net S | 65 176 | 66 385 | 67 545 | 68 703 | 69 862 | 71 018 | 72 177 | 73 335 | 74 493 | 75 651 | 76 809 | 77 966 | 79 101 | | |
| | | | | | | | | | | | | | | * | * | * |
| P-4 | Gross | 79 780 | 81 733 | 83 680 | 85 627 | 87 579 | 89 527 | 91 571 | 93 645 | 95 723 | 97 795 | 99 869 | 101 947 | 104 019 | 106 095 | 108 171 |
| | Net D | 59 255 | 60 544 | 61 829 | 63 114 | 64 402 | 65 688 | 66 974 | 68 260 | 69 548 | 70 833 | 72 119 | 73 407 | 74 692 | 75 979 | 77 266 |
| | Net S | 55 180 | 56 364 | 57 543 | 58 722 | 59 902 | 61 080 | 62 259 | 63 439 | 64 617 | 65 796 | 66 949 | 68 082 | 69 210 | 70 340 | 71 470 |
| | | | | | | | | | | | | | | | * | * |
| P-3 | Gross | 65 388 | 67 220 | 69 053 | 70 880 | 72 714 | 74 544 | 76 373 | 78 206 | 80 038 | 81 868 | 83 700 | 85 529 | 87 361 | 89 191 | 91 089 |
| | Net D | 49 756 | 50 965 | 52 175 | 53 381 | 54 591 | 55 799 | 57 006 | 58 216 | 59 425 | 60 633 | 61 842 | 63 049 | 64 258 | 65 466 | 66 675 |
| | Net S | 46 445 | 47 556 | 48 669 | 49 780 | 50 892 | 52 002 | 53 113 | 54 225 | 55 335 | 56 447 | 57 555 | 58 663 | 59 770 | 60 877 | 61 985 |
| | | | | | | | | | | | | | * | | | |
| P-2 | Gross | 53 129 | 54 632 | 56 132 | 57 633 | 59 135 | 60 692 | 62 332 | 63 967 | 65 606 | 67 244 | 68 879 | 70 520 | | | |
| | Net D | 41 253 | 42 335 | 43 415 | 44 496 | 45 577 | 46 657 | 47 739 | 48 818 | 49 900 | 50 981 | 52 060 | 53 143 | | | |
| | Net S | 38 694 | 39 675 | 40 653 | 41 633 | 42 611 | 43 592 | 44 587 | 45 580 | 46 577 | 47 571 | 48 564 | 49 561 | | | |
| P-1 | Gross | 41 189 | 42 633 | 44 075 | 45 519 | 46 960 | 48 403 | 49 847 | 51 290 | 52 731 | 54 174 | | | | | |
| | Net D | 32 656 | 33 696 | 34 734 | 35 774 | 36 811 | 37 850 | 38 890 | 39 929 | 40 966 | 42 005 | | | | | |
| | Net S | 30 805 | 31 763 | 32 720 | 33 677 | 34 633 | 35 590 | 36 548 | 37 493 | 38 434 | 39 375 | | | | | |

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

* = The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk, for which a two-year period at the preceding step is required.

# Annex II

## Salary scale for staff in the Field Service category showing annual gross salaries and net equivalents after application of staff assessment

(United States dollars)

Effective 1 March 2001

| Level | | STEPS | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | I | II | III | IV | V | VI | VII | VIII | IX | X | XI | XII | XIII | XIV | XV |
| | | | | | | | | | | | | * | * | | | |
| FS-7 | Gross | 79 242 | 81 302 | 83 359 | 85 412 | 87 468 | 89 527 | 91 689 | 93 874 | 96 066 | 98 255 | 100 445 | 102 639 | | | |
| | Net D | 58 900 | 60 259 | 61 617 | 62 972 | 64 329 | 65 688 | 67 047 | 68 402 | 69 761 | 71 118 | 72 476 | 73 836 | | | |
| | Net S | 54 854 | 56 102 | 57 348 | 58 592 | 59 834 | 61 080 | 62 325 | 63 568 | 64 813 | 66 056 | 67 264 | 68 458 | | | |
| | | | | | | | | | | | | * | * | | | |
| FS-6 | Gross | 65 862 | 67 777 | 69 695 | 71 609 | 73 523 | 75 441 | 77 356 | 79 277 | 81 191 | 83 105 | 85 021 | 86 936 | | | |
| | Net D | 50 069 | 51 333 | 52 599 | 53 862 | 55 125 | 56 391 | 57 655 | 58 923 | 60 186 | 61 449 | 62 714 | 63 978 | | | |
| | Net S | 46 732 | 47 895 | 49 061 | 50 222 | 51 383 | 52 547 | 53 709 | 54 875 | 56 034 | 57 195 | 58 355 | 59 513 | | | |
| FS-5 | Gross | 56 161 | 57 658 | 59 157 | 60 714 | 62 350 | 63 983 | 65 620 | 67 253 | 68 892 | 70 526 | 72 161 | 73 795 | 75 430 | | |
| | Net D | 43 436 | 44 514 | 45 593 | 46 671 | 47 751 | 48 829 | 49 909 | 50 987 | 52 069 | 53 147 | 54 226 | 55 305 | 56 384 | | |
| | Net S | 40 672 | 41 648 | 42 626 | 43 605 | 44 599 | 45 592 | 46 585 | 47 577 | 48 572 | 49 565 | 50 558 | 51 548 | 52 541 | | |
| | | | | | | | | | | | | | | | * | * |
| FS-4 | Gross | 49 161 | 50 410 | 51 651 | 52 896 | 54 139 | 55 381 | 56 622 | 57 869 | 59 114 | 60 389 | 61 745 | 63 059 | 64 461 | 65 817 | 67 174 |
| | Net D | 38 396 | 39 295 | 40 189 | 41 085 | 41 980 | 42 874 | 43 768 | 44 666 | 45 562 | 46 457 | 47 352 | 48 219 | 49 144 | 50 039 | 50 935 |
| | Net S | 36 093 | 36 920 | 37 730 | 38 541 | 39 353 | 40 164 | 40 972 | 41 788 | 42 597 | 43 409 | 44 231 | 45 030 | 45 880 | 46 705 | 47 527 |
| | | | | | | | | | | | | | | | * | * |
| FS-3 | Gross | 43 044 | 44 106 | 45 160 | 46 218 | 47 274 | 48 333 | 49 392 | 50 447 | 51 507 | 52 558 | 53 619 | 54 678 | 55 738 | 56 793 | 57 851 |
| | Net D | 33 992 | 34 756 | 35 515 | 36 277 | 37 037 | 37 800 | 38 562 | 39 322 | 40 085 | 40 842 | 41 606 | 42 368 | 43 131 | 43 891 | 44 653 |
| | Net S | 32 036 | 32 739 | 33 440 | 34 142 | 34 842 | 35 544 | 36 246 | 36 944 | 37 635 | 38 322 | 39 014 | 39 704 | 40 396 | 41 085 | 41 774 |
| | | | | | | | | | | | | * | * | | | |
| FS-2 | Gross | 37 778 | 38 711 | 39 650 | 40 582 | 41 517 | 42 451 | 43 343 | 44 319 | 45 256 | 46 190 | 47 124 | 48 057 | | | |
| | Net D | 30 200 | 30 872 | 31 548 | 32 219 | 32 892 | 33 565 | 34 207 | 34 910 | 35 584 | 36 257 | 36 929 | 37 601 | | | |
| | Net S | 28 546 | 29 164 | 29 783 | 30 402 | 31 021 | 31 642 | 32 234 | 32 883 | 33 502 | 34 123 | 34 742 | 35 361 | | | |
| FS-1 | Gross | 33 172 | 33 994 | 34 815 | 35 636 | 36 456 | 37 281 | 38 104 | 38 922 | 39 746 | 40 565 | | | | | |
| | Net D | 26 884 | 27 476 | 28 067 | 28 658 | 29 248 | 29 842 | 30 435 | 31 024 | 31 617 | 32 207 | | | | | |
| | Net S | 25 503 | 26 044 | 26 587 | 27 129 | 27 672 | 28 217 | 28 762 | 29 303 | 29 847 | 30 391 | | | | | |

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

* = The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk, for which a two-year period at the preceding step is required.

United Nations ST/IC/2001/20

Secretariat

2 March 2001

# Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2001 competitive examination for statistical clerks**

1. The purpose of the present information circular is to invite applications from staff members in the General Service and related categories of the Secretariat who wish to take the competitive examination for statistical clerks in 2001, in accordance with the provisions of administrative instruction ST/AI/1998/4 of 10 February 1998.

2. The 2001 competitive examination for statistical clerks will be held in July 2001 in New York.

3. Staff members applying for the examination must, at a minimum:

(a) Have passed the United Nations clerical test;

(b) Have at least one year of experience in numerical data processing (e.g., spreadsheet or databases).

4. In addition to the minimum entrance criteria stipulated above, staff members who sat for a previous statistical clerk examination must have achieved a mark of at least 25 per cent on the overall score of that examination in order to be eligible to take the 2001 competitive examination for statistical clerks. Staff members who did not obtain at least 25 per cent must submit to the Board of Examiners for the statistical examination a detailed description of the concrete and independently verifiable efforts made in preparation for the new examination (e.g., courses taken, transcripts, hours of study, materials used, topics studied).

5. Staff members will not be allowed to take the statistical clerk examination more than 4 times within a 10-year period.

6. The written examination will consist of one paper covering the following:

(a) Basic knowledge of tables, graphs and charts;

(b) Logical reasoning;

(c) Simple mathematics.

* Expiration date of the present information circular: 31 December 2001.

01-27208 (E) 140301

7. The use of reference material is not permitted during the written examination. Staff members may bring their own calculators. Personal computers are not allowed.

8. On the basis of the results obtained in the written examination, the Board of Examiners will invite selected candidates to take a practical test on a computer to assess their knowledge of computerized spreadsheets. The test will be followed by an interview that will consist, in part, of technical questions. In addition, the Board will interview each candidate to assess professional experience, knowledge of the United Nations and, in particular, ability to work as a member of a team. The practical test and the interview will normally take place from six to eight weeks after the written component of the examination. The practical test and the interview are integral parts of the examination. Therefore, candidates who are invited to the practical test and the interview **should not** assume that they will be offered an assignment.

9. Candidates who successfully complete the written examination, the practical test and the interview will be placed on a reserve roster of qualified candidates from which present and future vacancies for statistical clerks at United Nations Headquarters in New York will be filled. Candidates are then selected depending on the needs of the United Nations and the availability of posts. Statistical clerks will be required to work in a fully computerized environment.

10. Staff members selected to fill vacancies will be assigned as statistical clerks for a trial period of six months. Staff members who complete the trial period successfully and are recommended by their offices and the Office of Human Resources Management will be confirmed in their posts, provided that the posts they are on are regular posts. In the case of staff members placed on temporary posts (i.e., replacing a staff member on mission assignment), such staff members will be given priority for future placement if their performance has been judged to be fully satisfactory. Staff members who do not complete the trial period successfully will be reassigned to their previous posts at their previous levels or assigned to a similar post in a different area. Recruitment, placement and promotion of selected candidates will be effected in accordance with procedures approved by the Office of Human Resources Management.

11. Staff members of the Secretariat who meet the conditions set out in administrative instruction ST/AI/1998/4 and the present information circular may apply by completing the attached application form and forwarding it to:

2001 Competitive Examination for Statistical Clerks
Operational Services Division
One United Nations Plaza, Room DC1-200
New York, NY 10017

by 16 April 2001. Written proof of educational qualifications obtained must be attached to the application. Incomplete applications will be returned to the staff member for completion and resubmission within the deadline for receipt of applications. Extensions for receipt of applications will not be granted.

# Application

## 2001 competitive examination for statistical clerks[a]

Index No. | | | | | | |

Last name | | | | | | | | | | | | | Category | | Level | |

First name | | | | | | | | | | | | | Male | | Female | |

Date of entry on duty: Month | | | Year | | | | |

Type of contract: _____ Expiration date: _____

Department/office:[b] _____ Duty station: _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? No ☐ Yes ☐ If yes:

In (year) | | | | | In (year) | | | | | In (year) | | | | |

What is your main language? | | | | | | | | | | | | | | |

### A. Knowledge of other languages

| *Language(s)* | *United Nations language programme (indicate highest level and date)* | *Courses taken at other institutions (name and location)* |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

**B. Indicate your ability in each of the languages mentioned above**

| *Language* | *Read* | | *Understand* | | *Speak* | | *Write* | |
|---|---|---|---|---|---|---|---|---|
| | *Easily* | *Not easily* | *Easily* | *Not easily* | *Fluently* | *Not fluently* | *Easily* | *Not easily* |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

**C. University degree or equivalent or post-secondary educational qualifications**

| *Name of institution (include place and country)* | *Language of instruction* | *Attended (month/year)* | | *Degree or equivalent*[c] | *Main field of study* |
|---|---|---|---|---|---|
| | | *From* | *To* | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

**D. Secondary school qualifications**

| *Name of institution (include place and country)* | *Language of instruction* | *Attended (month/year)* | | *Certificate or equivalent*[c] | *Main field of study* |
|---|---|---|---|---|---|
| | | *From* | *To* | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

**E. Courses taken in relation to statistics/computers/data processing**

| *Title* | *Description* | *Attended (month/year)* | | *Number of hours/credits* | *Main field of study* |
|---|---|---|---|---|---|
| | | *From* | *To* | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

**F. Description of your experience in data processing**

Describe in detail your experience in data processing; indicate the period covered for each assignment.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

I have read information circular ST/IC/2001/20 and I understand that, if I am successful in the competitive examination for statistical clerks and recommended for inclusion in the roster, my assignment as a statistical clerk will be subject to my acceptance of the conditions of service indicated in paragraphs 9 and 10 of that circular.

Date: _____ Signature: _____

*Notes*

[a] Staff members applying for this examination **must complete this section.** In addition, staff members **must attach** written proof of claimed secondary educational qualifications. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member **for completion and resubmission within the deadline for receipt of applications** by the Operational Services Division, Office of Human Resources Management. In this connection, staff members are informed that extensions for receipt of applications by the Operational Services Division will **not** be granted. Therefore, staff members are advised to submit their applications without delay.

[b] Staff members should indicate the department or office to which they are currently assigned, e.g., DGAACS, OCS, ECE, UNCTAD, UNOV or other (please specify).

[c] Give exact name and title in original language; do not translate or equate.